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# **The State Bar of California Information Technology**

## **Agency Billing User Guide**

**12/13/2016**



# Agency Billing Application

## Step 1

❖ 1. Navigate <http://www.calbar.ca.gov/>

❖ 2. Click on “Log In” under Agency Billing to launch the Agency Billing application\*



\* Or – Navigate directly to the application by going to <https://apps.calbar.ca.gov/ab>



# Agency Billing Application

## Step 1 ctd.

- ❖ 1. You will now be at the Agency Billing application:  
<https://apps.calbar.ca.gov/ab>

- ❖ 2. Set your screen resolution (Zoom) to 100% or less by clicking the settings button

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Sign in Account  
Enter sign in account here...

Password  
Enter password here...

SIGN IN

Forgot Password? Register Agency

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# ***Agency Billing Application***

## **Step 2**

Click on: “Register Agency”

Sign In - The State Bar Of Calif... x

https://testing-apps.calbar.org/sti/

Most Visited Getting Started

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Sign In Account

Enter sign in account here...

Password

Enter password here...

SIGN IN

Forgot Password? Register Agency

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# Agency Billing Application – Register Agency

## Step 2 ctd.

New window “Agency Information” will pop up

The screenshot shows a web browser window with the URL <https://testing-apps.calbar.org/st/>. The page header reads "THE STATE BAR OF CALIFORNIA AGENCY BILLING". The main content area features a sign-in form with fields for "Sign In Account" and "Password", a "SIGN IN" button, and links for "Forgot Password?" and "Register Agency". A black arrow points from the "Register Agency" button to a pop-up window titled "Agency Information".

The "Agency Information" pop-up window contains the following fields and instructions:

- Agency Legal Name \***  
Input field: Agency/Firm Name  
Please enter your agency/firm name as appears in tax documents
- Email \***  
Input field: Email Address  
Example: John.Smith@example.com
- SUBMIT** button

At the bottom of the browser window, the footer text reads: © 2016 The State Bar of California. | Contact Us | Site Map | Privacy Policy | Notices | Copyright | Accessibility | FAQ



# ***Agency Billing Application – Register Agency***

## **Step 3**

**Enter your “Agency Legal Name” and “Email” address that will be used to receive communications from the Agency Billing Application and click “Submit”**

The screenshot shows a web browser window with the URL <https://testing-apps.cabec.org/ab/>. The page header reads "THE STATE BAR OF CALIFORNIA AGENCY BILLING". The main content area features a "Sign In Account" section with fields for "Enter Sign in account here" and "Password", a "SIGN IN" button, and links for "Forgot Password?" and "Register Agency?". A modal window titled "Agency Information" is open, containing the following fields:

- Agency Legal Name \***: A text input field containing "Hollister & Brace". Below it, a note reads: "Please enter your agency/firm name as appears in tax documents".
- Email \***: A text input field containing "testhollisterbrace@yahoo.com". Below it, an example is provided: "Example: John.Smith@example.com".

A blue "SUBMIT" button is located at the bottom right of the modal. The footer of the page contains the copyright notice "© 2015 The State Bar of California" and links for "Contact Us", "Site Map", "Privacy Policy", "Notices", "Copyright", "Accessibility", and "FAQ".



# Agency Billing Application – Register Agency

## Step 4

Once your “Agency Information” has been entered and you click “Submit”, a new window will open for you to enter your “Account Info”.

Enter the requested information in the boxes. Anything with an asterisk \* is required to go to the next page.

Your “Sign In Account” will be your user name each time you log into the system. **Do not use any special characters in your sign in account.** Remember to keep your Sign In Account name and password somewhere so you don’t forget it.

Your “Agency Short Name” is a set of initials or short name that your account will also be known by.

Click “Remember Computer” when using your office computer to register so the application remembers your information when you attempt to log in. Do not select this box if you are on a public computer.

Once all information has been completed, click “Submit” to be taken to the “Additional Information” page where you will enter the Administrator’s information.

THE STATE BAR OF CALIFORNIA

### Account Info

**Sign in account**

Enter Sign in account here... \*

Sign in account user name must be between 9 and 15 characters and can contain any combination of letters and numbers without spaces. This is your User Name and will be used to sign into your account once you have registered

**Password**

Enter password here... \*

Password must be at least 8 characters and include one uppercase letter, one lowercase letter, one number and one special character such as @, \$, %, ^, &, \*, \_

**Confirm Password**

Enter password here... \*

**Agency Short Name**

Enter agency short name here... i

☐ Remember Computer?

Please read:

- "Remember Computer" will not work if your browser is set to delete cookies upon exit.
- Only check "Remember Computer" if you are using a private computer, like from your home or office. If you are using a public computer, then DO NOT check "Remember Computer". Examples of public computers include: libraries, internet cafés, and hotel computers.

Note: \* means mandatory

**SUBMIT**

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# Agency Billing Application – Register Agency

## Step 5

Once your “Account Info” has been completed and you click “Submit”, a new window will open for you to enter your “Additional Information” which is information about the Administrator who will be using the Agency Billing Application to make Member payments for your Agency.

Enter the requested information in the boxes. Anything with an asterisk \* is required to go to the next page.

Your “Sign In Account” will be your user name each time you log into the system. Remember to keep your Sign In Account name and password somewhere so you don’t forget it.

Make sure you keep your “Security Information” in a safe place because you will need it if you ever forget your Sign In Account name or password.

Once all information has been entered, click “Complete Registration”. When you click “Complete Registration”, you will be taken back to the initial log in page to sign into your account. You will also receive a confirmation email confirming your registration was successful.

THE STATE BAR OF CALIFORNIA

### Additional Info

**Agency/Firm Administrator Information**

First Name  \*

Middle Name

Last Name  \*

**Agency/Firm Administrator Contact Information**

Address Line 1  \*

Address Line 2

City  \*

State  \*

Zipcode  \*

5 digit zipcode

Primary Phone  \*

Primary Contact Number

Mobile number or Home number

Secondary Phone  \*

Secondary Contact Number

Office number or Fax number

Alternate Email  \*

Alternate Email Address

**Security Information**

Security Question 1  \*

Answer  \*

Maximum characters allowed are 25

Security Question 2  \*

Answer  \*

Maximum characters allowed are 25

Security Question 3  \*

Answer  \*

Maximum characters allowed are 25

Note: \* means mandatory

[COMPLETE REGISTRATION](#)

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# ***Agency Billing Application – Sign In***

## **Step 6**

Once you “Complete Registration” in step 5, you will be taken back to the home page for the application. Enter the “Sign In Account” user name and “Password” that you created when you registered your agency. Click “Sign In” and you will be taken to your agency dashboard.

The screenshot shows a web browser window with the URL <https://testing-apps.calbar.org/sb/>. The page title is "Sign In - The State Bar Of Calif...". The browser's address bar shows the URL and a search icon. Below the address bar, there are links for "Most Visited" and "Getting Started". The main header is a dark blue bar with the text "THE STATE BAR OF CALIFORNIA" and "AGENCY BILLING". The central content area features a light gray box with the State Bar of California seal at the top. Below the seal, the text "Sign In Account" is followed by a text input field labeled "Enter Sign in account here..." and a red eye icon. Below this is a "Password" section with a text input field labeled "Enter password here..." and a red eye icon. A blue button labeled "SIGN IN" is positioned below the password field. At the bottom of the sign-in box, there are links for "Forgot Password?" and "Register Agency". The footer of the page contains copyright information: "© 2016 The State Bar of California." and links for "Contact Us", "Site Map", "Privacy Policy", "Notices", "Copyright", "Accessibility", and "FAQ".



# Agency Billing Application – Members Template

## Step 7

You will now be at your agency dashboard page. Here you will be able to add your Members for fee management and payment processing. Your first step, shown on the next page, will be to upload your members to your dashboard. If at any time you require assistance, please contact the [Member Services Center at 1\(888\)800-3400](#).

Agency Billing - The State Bar of California

https://testing-apps.calbar.org/ab/MyAccount?key=lpPBm5M84weODEKw7GQ2tePSAMLxUqSRn7qg7h5afN62c8gW%2FHPe9n3PP%3B%2Fv8d86puV8Y%2F7eYVvW8KQ8Za3bweNL%2Fw%3D6mfdaMMEump? Search

Most Visited Getting Started

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) Billing and Payments History Plastic Bar Card Request Notifications Sign Out

Alston & Bird, LLC (ABLLC)

Amount Due: \$7,437.00 Pay this amount Download Invoice

Save My Changes Branch/Location + Add Member Members Template Upload Members Donations Sections Deductions

Branch/L...	Member No	First Name	Last Name	Status	Bill Type	Fees	Donations	Sections	Sec. Cod...	Specializ...	Deductions	Total Amt	Pay Status	Options
-------------	-----------	------------	-----------	--------	-----------	------	-----------	----------	-------------	--------------	------------	-----------	------------	---------

No items to display



# Agency Billing Application – Members Template

## Step 7 ctd.

Click on “Members Template”. This will download an excel spreadsheet. Open the spreadsheet and enter the Member number and Branch or Location for each of the Members in your Agency. Do not format the spreadsheet or add additional columns or information. If you do not wish to enter any branch information, please use the word NONE for each member in the Branch/Location column. Next you will save your template by following the instructions on the next page.

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) Billing and Payments History Plastic Bar Card Request Notifications Sign Out

Aiston & Bird, LLC (ABLLC)

Amount Due: \$7,437.00 Pay this amount Download Invoice

Save My Changes Branch/Location + Add Member **Members Template** Upload Members Donations Sections Deductions

Opening Template\_Members.xlsx

You have chosen to open:

**Template\_Members.xlsx**  
which is: Microsoft Excel Worksheet  
from: <https://testing-apps.calbar.org>

What should Firefox do with this file?

☒ Open with Microsoft Excel (default)

☐ Save File

☐ Do this automatically for files like this from now on.

OK Cancel

MemberNo	Branch/Location (Max 100 Chars, NONE for no Branch/Location)

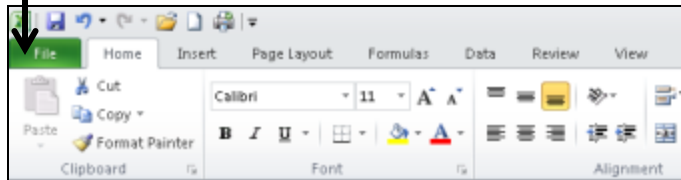
MemberNo	Branch/Location (Max 100 Chars, NONE for no Branch/Location)
61002	NONE
302154	Los Angeles
300143	Hong Kong
296599	San Francisco
282189	NONE
277086	NONE
268260	NONE



# Agency Billing Application – Members Template

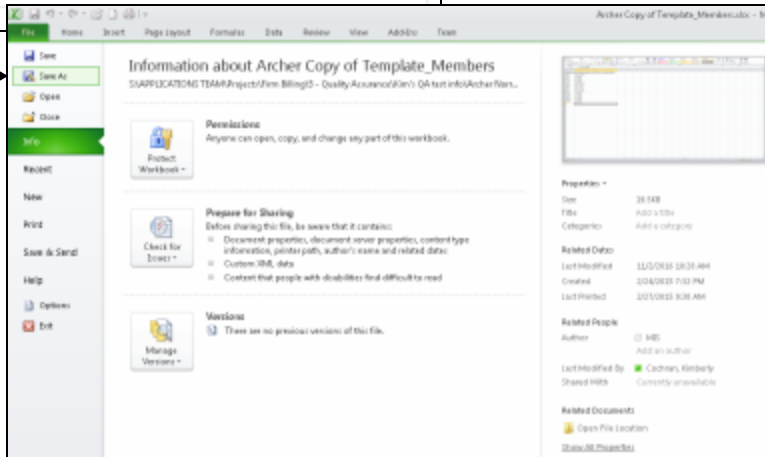
## Step 7 ctd.

- ❖ 1. To save the file to your desktop or a folder of your choosing, in excel click the tab that says “File”

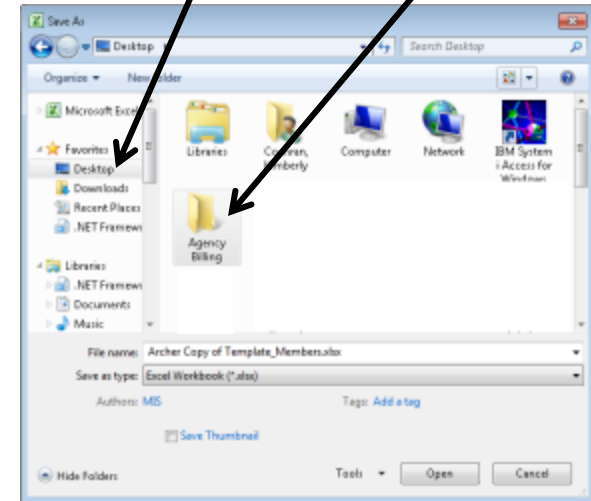


MemberNo	Branch/Location (Max 100 Chars, NONE for no Branch/Location)
61002	NONE
302154	Los Angeles
300143	Hong Kong
296599	San Francisco
282189	NONE
277086	NONE
268260	NONE

- ❖ 2. Click “Save As”



- ❖ 3. Enter a file name you will remember and place the file on your desktop or in a folder (example below)



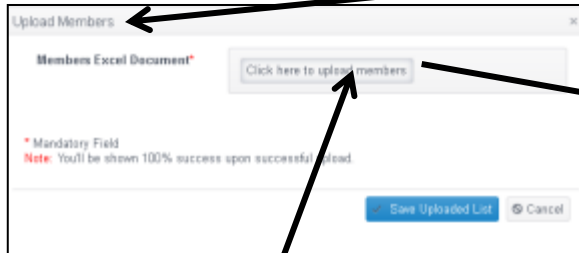
- ❖ 4. Once you have determined the location you wish to place your file, click “Save”



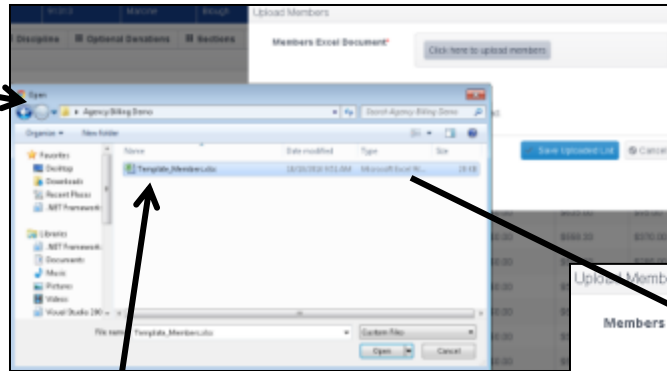
# Agency Billing Application – Upload Members

## Step 8

- ❖ 1. Once you click “Upload Members” it will open a new box for you to select your saved spreadsheet and load it into the system.

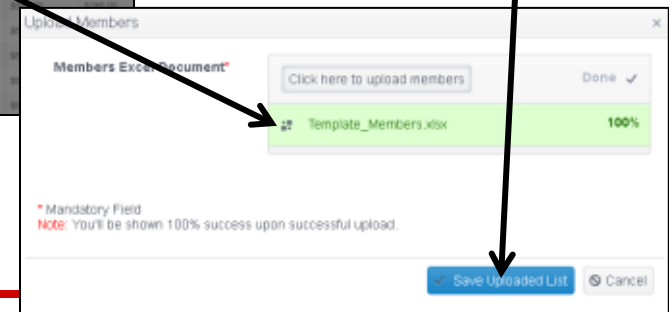


- ❖ 2. Now click “Click here to upload Members”.



- ❖ 3. A screen will open where you will now find your saved spreadsheet and select it for upload by double clicking the file.

- ❖ 4. Click “Save Uploaded List” and voila! All your uploaded Members will show in your dashboard.





# Agency Billing Application – Agency Dashboard

## Step 8 ctd.

Now that your Members are loaded, click on “Save My Changes” to calculate your full amount due. If you log out of the system before saving your changes they will revert to your prior selections. Save before exiting to keep any changes.

Home button: No matter where you are in the application, if you click on your company name, it will take you back to your Dashboard.

Billing and Payment History is contained here.

Plastic Bar Card Request will allow you to order Plastic Cards for all your Members

Notifications will contain any messages.

Sign out – Click to sign out of application.

Total amount due for all Members including Donations and Deductions.

Payment button takes you to the payment gateway.

Once any changes are made, click “Save My Changes” and all changes will update

The screenshot displays the Agency Billing Application dashboard. At the top, there is a navigation bar with the following links: Welcome! Kim Cochran (Party), Billing and Payments History, Plastic Bar Card Request, Notifications, and Sign Out. Below the navigation bar, the user's company name, Latham & Watkins LLP (LWLLP), is displayed. The main content area shows the 'Amount Due: \$10,360.00' and a 'Pay this amount' button. A 'Download Invoice' button is also present. Below the payment section, there is a table with columns for SNo, Branch/Local, Member No, First Name, Last Name, Status, Bill Type, Fees, Donations, Sections, Sec. Code(s), Specialization, Deductions, Total Amt, Pay Status, and Options. The table contains five rows of member data.

SNo	Branch/Local	Member No	First Name	Last Name	Status	Bill Type	Fees	Donations	Sections	Sec. Code(s)	Specialization	Deductions	Total Amt	Pay Status	Options
262958		262958	Laurie	Furstenfeld	Active	Active	\$430.00	\$0.00	\$0.00		\$0.00	\$0.00	\$430.00	Pending	[Edit] [Delete]
262958		262958	Laurie	Furstenfeld	Active	Active	\$430.00	\$0.00	\$0.00		\$0.00	\$0.00	\$430.00	Pending	[Edit] [Delete]
236725		236725	Mary	Kruckel	Active	Active	\$430.00	\$0.00	\$0.00		\$0.00	\$0.00	\$430.00	Pending	[Edit] [Delete]
236725		236725	Mary	Kruckel	Active	Active	\$430.00	\$0.00	\$0.00		\$0.00	\$0.00	\$430.00	Pending	[Edit] [Delete]
227681		227681	Anna	Levine	Active	Active	\$430.00	\$0.00	\$0.00		\$0.00	\$0.00	\$430.00	Pending	[Edit] [Delete]



# Agency Billing Application – Donations

## Step 9

- ❖ 1. Click on “Donations” to bring up the Donations box. This feature allows an Agency to make donations to multiple organizations on behalf of the Member or their Agency

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) | Billing and Payments History | Plastic Bar Card Request | Notifications | Sign Out

Alston & Bird, LLC (ABLLC)

Amount Due: \$7,437.00 | Pay this amount | Download Invoice

Save My Changes | Branch/Location | + Add Member | Members Template | Upload Members | Donations | Sections | Deductions

Donations

Member Donations | Agency/Firm Donations

Donation(s) amount will be applied to each member.

Donation	Description	Amount
<input type="checkbox"/> Access To Justice	Help close the justice gap for low income Californians through a voluntary donation to legal aid. (see SBP §6623). Visit <a href="http://calaccess.org">calaccess.org</a> . Recommended donation: \$199 per member	0.00
<input type="checkbox"/> California Bar Foundation	Visit <a href="http://calbarfoundation.org">calbarfoundation.org</a> . Recommended donation: \$75 per member	0.00
<input type="checkbox"/> Conference of California Bar Association (CCBA)	Visit <a href="http://calconference.org">calconference.org</a> . Recommended donation: \$35 per member	0.00
<input type="checkbox"/> California Supreme Court Historical Society (CSCSHS)	Visit <a href="http://cshs.org">cshs.org</a> . Recommended donation: \$25 per member	0.00

Remove Donations | Apply Donations

- ❖ 2. Choose which donations you would like to make and what amount you wish to donate. Click “Apply Donations”. Your totals for the “Member Donations” will show in the line for each Member. Additionally, you can remove donations from all members by selecting the box next to the donation agency and clicking “Remove Donations”.

SNo	Branch/Local...	Member No	First Name	Last Name	Status	Bill Type	Fees	Donations	Sections	Sec. Code(s)	Specialization	Deductions	Total Amt	Pay Status	Options
1	Davis	262958	Leone	Furstenfeld	Active	Active	\$438.00	\$175.00	\$0.00		\$0.00	\$0.00	\$605.00	Pending	



# Agency Billing Application – Donations

## Step 10

- ❖ 1. Click on “Agency/Firm Donations” tab within the Donations tab to access the Agency Donations box. This feature allows an Agency to make donations to multiple organizations on behalf of the Agency.

- ❖ 2. Choose which donations you would like to make and what amount you wish to donate. Click “Apply Donations”. Your totals for the Agency Donations will show on the Invoice under Agency/Firm Donations

Member ID	Name	Fees & Costs	Donations/Service Credits	Sections	Specialized	Gross Amount	Deductions	Total Amount
10001	David S. Berman	\$12.00	\$12.00			\$24.00	\$0.00	\$24.00
10002	Marissa E. Berman	\$12.00	\$12.00			\$24.00	\$0.00	\$24.00
10003	Camryn E. Berman	\$12.00	\$12.00			\$24.00	\$0.00	\$24.00
10004	Paula A. Berman	\$12.00	\$12.00			\$24.00	\$0.00	\$24.00
10005	William C. Michelson Jr.	\$12.00	\$12.00			\$24.00	\$0.00	\$24.00
10006	James C. Berman	\$12.00	\$12.00			\$24.00	\$0.00	\$24.00
10007	Paul A. Berman II	\$12.00	\$12.00			\$24.00	\$0.00	\$24.00
10008	Michael J. Berman	\$12.00	\$12.00			\$24.00	\$0.00	\$24.00
10009	Andrew S. Berman	\$12.00	\$12.00			\$24.00	\$0.00	\$24.00
10010	Emily Chang	\$12.00	\$12.00			\$24.00	\$0.00	\$24.00
10011	Timothy T. Berman	\$12.00	\$12.00			\$24.00	\$0.00	\$24.00
Sub Total:		\$4,732.00	\$3,808.00	\$178.00	\$0.00	\$7,867.00	\$0.00	\$7,867.00
<b>Agency/Firm Donations</b>								
	Access To Justice					\$1,000.00		\$1,000.00
	California Bar Foundation					\$0.00		\$0.00
	Conference of California Bar Association (CCBA)					\$0.00		\$0.00
	Sub Total:					\$1,000.00		\$1,000.00
Grand Total:						\$8,867.00		\$8,867.00





# Agency Billing Application – Sections

## Step 11

- ❖ 1. Click on “Sections” tab to manage Member Sections. This feature allows an Agency to decide which and how many Sections they wish to pay for the Member. This slide shows how to remove Sections. See the next page for adding Sections.

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) | Billing and Payments History | Plastic Bar Card Request | Notifications | Sign Out

Aiston & Bird, LLC (ABLLC)

Amount Due: \$7,437.00 ☒ Pay this amount [Download Invoice](#)

[Save My Changes](#) | [Branch/Location](#) | [+ Add Member](#) | [Members Template](#) | [Upload Members](#) | [Donations](#) | **Sections** | [Deductions](#)

Sections Information

Sections

[Remove sections for all members](#)

SNo	C...	Section	Amount	Options
1	A	Antitrust, UCL and Privacy	\$95.00	
2	B	Business Law	\$95.00	
3	C	Criminal Law	\$95.00	
4	D	Environmental Law	\$85.00	
5	E	Family Law	\$95.00	
6	F	Intellectual Property Law	\$95.00	
7	G	International Law	\$95.00	
8	H	Labor and Employment Law	\$95.00	

- ❖ 2. Click “Remove sections for all members” to remove all sections from all members.



# Agency Billing Application – Sections

## Step 11 ctd

- ❖ 1. Click on “Options” for the Section you wish to modify and a new window will open to choose additional Members to add that Section for.

Sections Information

Sections

Remove sections for all members

SNo	C...	Section	Amount	Options
1	A	Antitrust, UCL and Privacy	\$95.00	
2	B	Business Law	\$95.00	
3	C	Criminal Law	\$95.00	
4	D	Environmental Law	\$85.00	
5	E	Family Law	\$95.00	
6	F	Intellectual Property Law		
7	G	International Law		
8	H	Labor and Employment Law		

Section Options

Code: A Section: Antitrust, UCL and Privacy

Add Members

Branch/Location	Member No	First Name	Middle Name	Last Name	Options
San Francisco	77801	Douglas	Kent	Porter	
London	139098	Karen	Esther	Silverman	
Los Angeles	120965	Alfred	Carol	Pfeiffer	
Los Angeles	162580	Daniel	Murray	Wall	

- ❖ You will see which Members currently have this section if you didn't “Remove sections for all members”.

- ❖ 2. Click the box next to the member to choose additional Members to add to the section. Click “Add Selected Members” and the section will be added to each chosen member. You can click “Clear Selection” if you have selected incorrectly.

Section Options

Code: A Section: Antitrust, UCL and Privacy

Add Members

Branch/Location	Member No	First Name	Middle Name	Last Name	Options
San Francisco	77801	Douglas	Kent	Porter	
London	139098	Karen	Esther	Silverman	
Los Angeles	120965	Alfred	Carol	Pfeiffer	
Los Angeles	162580	Daniel	Murray	Wall	

Add Members

Code: A Section: Antitrust, UCL and Privacy

Add Selected Members Clear Selection

SNo	Branch/Location	Member No	First Name	Middle Name	Last Name
1	Fresno	34599	Carmen	Anthony	Eanni
2	Fresno	38942	Susan	Wittenberg	Liebeler
3	Fresno	43684	Richard	Adrian	Seaman
4	Fresno	48646	Douglas	Alison	Sears



# Agency Billing Application – Deductions

## Step 12

- ❖ 1. Click on “Member Deductions” to bring up the Deductions box. This feature allows an Agency to take applicable deductions for all Members of their Agency

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) | Billing and Payments History | Plastic Bar Card Request | Notifications | Sign Out

Aiston & Bird, LLC (ABLLC)

Amount Due: \$7,437.00 ☒ Pay this amount [Download Invoice](#)

[Save My Changes](#) | [Branch/Location](#) | [+ Add Member](#) | [Members Template](#) | [Upload Members](#) | [Donations](#) | [Sections](#) | **[Deductions](#)**

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) | Billing and Payments History | Plastic Bar Card Request | Notifications | Sign Out

Aiston & Bird, LLC (ABLLC)

Amount Due: \$7,437.00 ☒ Pay this amount [Download Invoice](#)

[Save My Changes](#) | [Branch/Location](#) | [+ Add Member](#) | [Members Template](#) | [Upload Members](#) | [Donations](#) | [Sections](#) | **[Deductions](#)**

**Deductions**

☒ Deduction Description

☒ Legal Services Assistance Imagine being honored for services during three tours of duty, suffering a breakdown on the front line and subsequently being denied veteran benefits to address the PTSD. Legal aid can make the difference between surviving or not surviving for people who need help. (Please don't check this box. California's most vulnerable residents are counting on the legal community to help. (see SAP 50143.33) (Maximum deduction amount \$40)

[Apply Deduction\(s\) To All Members](#) [Cancel Deduction\(s\) From All Members](#)

- ❖ 2. Select the deduction shown by clicking the box next to it to select it. Click “Apply Deduction(s) to all Members”. This will apply the deduction to all Members and the deduction amount will show under the Deduction tab for the Member. You can also “Remove Deduction(s) from all Members” if you decide not to take Deductions

Branch/...	Member No	First Name	Last Name	Status	Bill Type	Fees	Donations	Sections	Sec. Cod...	Speciali...	Deductions	Total Amt	Pay Status	Options
Los Angeles	240628	Rachel	Fiset	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	<a href="#">Menu</a> <a href="#">Edit</a> <a href="#">X</a>

SNo	Branch/...	Member...	First Na...	Last Na...	Status	Bill Type	Fees	Donations	Sections	Sec. Co...	Speciali...	Deducti...	Total Amt	Pay Sta...	Options
1	London	179096	Hebe	Doneski	Active	Active	\$430.00	\$175.00	\$0.00		\$0.00	\$0.00	\$605.00	Pending	<a href="#">Menu</a> <a href="#">Edit</a> <a href="#">X</a>



# Agency Billing Application – Member Options

## Step 13

Earlier you managed Donations and Deductions as a group for all your Members. You can also manage these items as well as Section Fees and Legal Specialization Fees when applicable. You will also have the ability to print documents such as the Member's fee statement.

Click on the box with the **3 lines** that show under Options for the Member you wish to manage additional items for.

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party)

Billing and Payments History

Plastic Bar Card Request

Notifications

Sign Out

Alston & Bird, LLC (ABLLC)

Amount Due: \$23,517.00

Pay this amount

Download Invoice

Save My Changes

Branch/Location

+ Add Member

Members Template

Upload Members

Donations

Sections

Deductions

Branch/L...	Member No	First Name	Last Name	Status	Bill Type	Fees	Donations	Sections	Sec. Cod...	Specializ...	Deductions	Total Am...	Pay Status	Options
Los Angeles	240828	Rachel	Fiset	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	<div><div></div><div></div><div></div></div>
Los Angeles	134767	Daniel	Gerst	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	<div><div></div><div></div><div></div></div>

At the top of the box you will see the Member name and number to make it easier to remember who you are working with. The first tab, “Fees and Costs”, shows you all the fees this Member owes for the 2017 billing year. This total amount also shows on your dashboard under Fees.

Member Options	
Member No: 240828 Name: Rachel L. Fiset	
Fees and Costs   Donations   Sections   Specialties   Deductions   Documents	
Description	Amount
Membership fee	\$412.00



# Agency Billing Application – Member Options

## Step 13 ctd

- ❖ 1. Click on the “Donations” tab and you can manage donations at the individual level for your Member. You can click “Add/Update Donations” and a new box will open allowing you to add or remove donations.

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) | Billing and Payments History | Plastic Bar Card Request | Notifications | Sign Out

Alston & Bird, LLC (ABLLC)

Amount Due: \$23,517.00 | Pay this amount | Download Invoice

Save My Changes | Branch/Location | Add Member | Members Template | Upload Members | Donations | Sections | Deductions

Branch/Location	Member No	First Name	Last Name	Status	Bill Type	Fees	Donations	Sections	Sec. Cod...	Specializ...	Deductions	Total Amt	Pay Status	Options
Los Angeles	240528	Rachel	Fiset	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	[Menu] [Edit] [X]
Los Angeles	134767	Daniel	Gerst	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	[Menu] [Edit] [X]

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) | Billing and Payments History | Plastic Bar Card Request | Notifications | Sign Out

Alston & Bird, LLC (ABLLC)

Amount Due: \$23,517.00 | Pay this amount | Download Invoice

Save My Changes | Branch/Location | Add Member | Members Template | Upload Members | Donations | Sections | Deductions

Member No: 240528 Name: Rachel L. Fiset

Fees and Costs | Donations | Sections | Specialties | Deductions | Documents

Add/Update Donations

Donation	Description	Amount
Access To Justice	How would you feel if you were being courted by your child to an adult parent but couldn't afford an attorney? Your contribution gives voice to people who otherwise could not get access to justice. Please donate or urge your attorney to donate. Help close the justice gap for low income Californians through a voluntary donation to legal aid. (See Box 4 Print Code \$60.00) <a href="http://calbarfoundation.org">calbarfoundation.org</a> Recommended amount is \$100 per member	\$60.00
California Bar Foundation	Your donation is critical in helping to create a variety of opportunities, not limited, for future leaders of the legal profession and for all Californians. Visit <a href="http://www.calbarfoundation.org">www.calbarfoundation.org</a> for more information. Recommended amount is \$75 per member.	\$75.00

California Bar Foundation (Accession 177098) | Add/Update Selected Donations

Member Options

Member No: 252958 Name: Lorne M. Furstenfeld

Fees and Costs | Donations | Sections | Specialties | Deductions | Documents

Add/Update Donations

Donation	Amount	Options
Access To Justice	\$100.00	[X]
California Bar Foundation	\$75.00	[X]

- ❖ 2. Once you select or remove the donation, click the blue “Add/Update” Selected Donations and the donations will be added or removed as selected



# Agency Billing Application – Member Options

## Step 14

- ❖ 1. You can also add Sections to individual members by clicking on the “Sections” tab as well as see any Sections the Member may already have listed. Click “Add Sections” to add as many Sections as you wish to pay for your Member. The system will add them and calculate the total for you.

Branch/Location	Member No	First Name	Last Name	Status	Bill Type	Fees	Donations	Sections	Sec. Cod.	Specialt.	Deductions	Total Amt	Pay Status	Options
Los Angeles	240828	Rachel	Fiset	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	
Los Angeles	134767	Daniel	Gerst	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	

Member Options

Member No: 282956 Name: Laurie M. Furstenfeld

Sections

Reversing section(s) from member is for payment purposes only. Member is required to login to my state bar profile to change any section(s).

+ Add Sections

Code Section Amount Options

Sections Information

- ☐ A - Antitrust, DCL and Privacy
- ☐ B - Business Law
- ☐ C - Criminal Law
- ☐ D - Environmental Law
- ☐ E - Family Law
- ☐ F - Intellectual Property Law
- ☐ G - International Law
- ☐ H - Labor and Employment Law
- ☐ I - Law Practice Mgmt & Technology



# Agency Billing Application – Member Options

## Step 15

When you click on the “Specialties” tab you will see any Legal Specializations the Member is qualified for. You can choose to pay or not pay for these when they are applicable. **(These will not show for 2017 as the fees are being waived this year.)**

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) | Billing and Payments History | Plastic Bar Card Request | Notifications | Sign Out

Alston & Bird, LLC (ABLLC)

Amount Due: \$23,517.00 [Pay this amount](#) [Download Invoice](#)

[Save My Changes](#) | [Branch/Location](#) | [+ Add Member](#) | [Members Template](#) | [Upload Members](#) | [Donations](#) | [Sections](#) | [Deductions](#)

Branch/L...	Member No	First Name	Last Name	Status	Bill Type	Fees	Donations	Sections	Sec. Cod...	Specializ...	Deductions	Total Amt	Pay Status	Options
Los Angeles	240828	Rachel	Fiset	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	<a href="#">Menu</a> <a href="#">Edit</a> <a href="#">X</a>
Los Angeles	134767	Daniel	Gerst	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	<a href="#">Menu</a> <a href="#">Edit</a> <a href="#">X</a>

Member Options

**Member No:** 179098 **Name:** Hebe Smythe Doneski

[Fees and Costs](#) [Donations](#) [Sections](#) **[Specialties](#)** [Deductions](#) [Documents](#)

Specialty [Dropdown](#) Amount [Dropdown](#)





# Agency Billing Application – Member Options

## Step 16

Click on the “Deductions” tab to manage Deductions at the Member level vs. the firm level. Click “Add Deductions” to select the individual deductions for the Member. Once selected click “Update” and the deductions will show on your dashboard page for member



THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

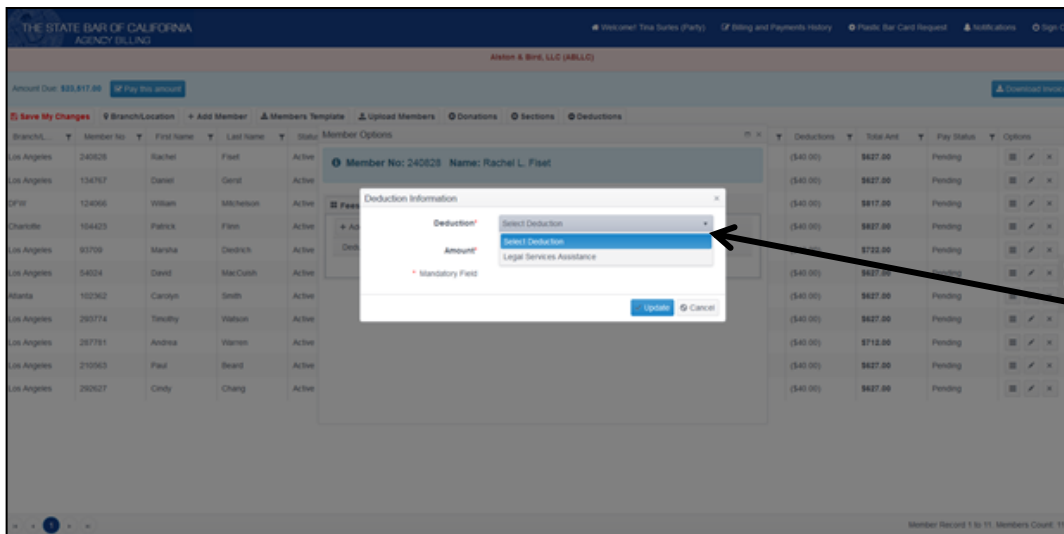
Welcome! Tina Surles (Party) | Billing and Payments History | Plastic Bar Card Request | Notifications | Sign Out

Alston & Bird, LLC (ABLLC)

Amount Due: \$23,517.00 | Pay this amount | Download Invoice

Save My Changes | Branch/Location | Add Member | Members Template | Upload Members | Donations | Sections | Deductions

Branch/Location	Member No	First Name	Last Name	Status	Bill Type	Fees	Donations	Sections	Sec. Cod...	Specializ...	Deductions	Total Amt	Pay Status	Options
Los Angeles	240828	Rachel	Fiset	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	[Edit] [Delete]
Los Angeles	134767	Daniel	Gerst	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	[Edit] [Delete]



THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) | Billing and Payments History | Plastic Bar Card Request | Notifications | Sign Out

Alston & Bird, LLC (ABLLC)

Amount Due: \$23,517.00 | Pay this amount | Download Invoice

Save My Changes | Branch/Location | Add Member | Members Template | Upload Members | Donations | Sections | Deductions

Member No: 240828 Name: Rachel L. Fiset

Deduction Information

Deduction: Select Deduction  
Amount: Select Deduction  
Legal Services Assistance

Update Cancel



Member Options

Member No: 240828 Name: Rachel L. Fiset

Fees and Costs | Donations | Sections | Specialties | Deductions | Documents

+ Add Deduction

Deduction	Amount	Options
-----------	--------	---------





# Agency Billing Application – Member Options

## Step 17

Click on the “Documents” tab to print a copy of the Member’s fee statement

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) [Billing and Payments History](#) [Plastic Bar Card Request](#) [Notifications](#) [Sign Out](#)

Alston & Bird, LLC (ABLLC)

Amount Due: \$23,517.00 [Pay this amount](#) [Download Invoice](#)

[Save My Changes](#) [Branch/Location](#) [+ Add Member](#) [Members Template](#) [Upload Members](#) [Donations](#) [Sections](#) [Deductions](#)

Branch/L...	Member No	First Name	Last Name	Status	Bill Type	Fees	Donations	Sections	Sec. Cod...	Specializ...	Deductions	Total Amt	Pay Status	Options
Los Angeles	240828	Rachel	Fiset	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	<a href="#">Menu</a> <a href="#">Edit</a> <a href="#">X</a>
Los Angeles	134767	Daniel	Gerst	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	<a href="#">Menu</a> <a href="#">Edit</a> <a href="#">X</a>

Once your payment has successfully processed, you will log back into the system, click on “Plastic Bar Card Request” and this window will open, allowing you request a plastic bar card to be sent to your Member. Once you select the box for the member, click on “Generate plastic bar card for selected Members” to complete the process

Member Options

Member No: 262958 Name: Laurie M. Furstenfeld

[Fees and Costs](#) [Donations](#) [Sections](#) [Specialties](#) [Deductions](#) [Documents](#)

Type Description Options

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Mandi Amar (Party) [Billing and Payments History](#) [Plastic Bar Card Request](#) [Notifications](#) [Sign Out](#)

Vanderford & Rutz, LLP (VRL)

[Request to request plastic bar card for active members. You can order plastic bar cards once your payments have been processed.](#)

Over 10% of respondents to a recent State Bar survey indicated that they requested their bar cards. A printable paper bar card, as well as a mobile downloadable bar card, will be available to all members automatically when fees are paid. Please make sure a plastic bar card is needed before ordering.

☒ Generate plastic bar card request for selected members [Clear Selection](#)

Slno	Member No	Branch/Location	First Name	Middle Name	Last Name	Email	Status	Fee Status
1	25625	LA	Seymour		Pagen	shagan@legislawfirm.com	Active	Active
2	68995	LA	Andrew	Michael	Wolf	awolf@ewest-attorney.org	Active	Active
3	58125	LA	Marion		Goldsmith	mariongoldsmith@gmail.com	Active	Active



# Agency Billing Application – Member Options

## Step 18

For those Agencies who are unable to submit credit card or ACH payments, we have provided the ability for you to “Download Invoice” which will show all your selections and totals to submit to the State Bar with your payment

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) | Billing and Payments History | Plastic Bar Card Request | Notifications | Sign Out

Alston & Bird, LLC (ABLLC)

Amount Due: \$29,517.00 [Pay this amount](#) [Download Invoice](#)

[Save My Changes](#) | [Branch/Location](#) | [+ Add Member](#) | [Members Template](#) | [Upload Members](#) | [Donations](#) | [Sections](#) | [Deductions](#)

Branch/L...	Mem...
Los Angeles	2408
Los Angeles	1347

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

### Invoice

Alston & Bird, LLC

333 South Hope Street  
Los Angeles, CA 90017

Invoice Date: Wed, November 09, 2016  
Invoice No: 1PFB2B165A-63-2017-6

Submit your invoice and check to:  
The State Bar of California - MBS  
188 Howard St  
San Francisco, CA 94105-1417

#### Member Billing Items

Member No	Name	Fees & Costs	Donations	Section Codes	Sections	Specialties	Gross Amount	Deductions	Total Amount
64026	David Spruance MacCarrick	\$412.00	\$255.90		\$0.00	\$0.00	\$667.90	\$0.00	\$667.90
60769	Melissa E. Desnick	\$412.00	\$255.90	F	\$95.00	\$0.00	\$762.90	\$0.00	\$762.90
182252	Carlyle R. Smith	\$412.00	\$255.90		\$0.00	\$0.00	\$667.90	\$0.00	\$667.90
184423	Patrick John Flinn	\$612.00	\$255.90		\$0.00	\$0.00	\$867.90	\$0.00	\$867.90
132696	William R. Michelson Jr	\$412.00	\$255.90	(C)	\$190.00	\$0.00	\$857.90	\$0.00	\$857.90
134767	Daniel C. Cress	\$412.00	\$255.90		\$0.00	\$0.00	\$667.90	\$0.00	\$667.90
290963	Paul J. Beard II	\$412.00	\$255.90		\$0.00	\$0.00	\$667.90	\$0.00	\$667.90
290828	Rachel L. Fiset	\$412.00	\$255.90		\$0.00	\$0.00	\$667.90	\$0.00	\$667.90
297381	Andrea S. Warren	\$412.00	\$255.90	D	\$95.00	\$0.00	\$762.90	\$0.00	\$762.90
292627	Cindy Chang	\$412.00	\$255.90		\$0.00	\$0.00	\$667.90	\$0.00	\$667.90
293774	Timothy R. Watson	\$412.00	\$255.90		\$0.00	\$0.00	\$667.90	\$0.00	\$667.90
Sub Total:		\$4,732.00	\$2,895.00		\$370.00	\$0.00	\$7,997.00	\$0.00	\$7,997.00

#### Agency Firm Donations

	Donation Desc	Total Amount
Grand Total		\$7,997.00



# Agency Billing Application – Payment Gateway

## Step 19

Once you have completed all selections and the system has calculated your total, click on “Pay this amount” and you will be taken to the Payment Gateway to complete the processing of your payment

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) | Billing and Payments History | Plastic Bar Card Request | Notifications | Sign Out

Alston & Bird, LLC (ABLLC)

Amount Due: \$23,517.00 **Pay this amount** Download Invoice

Save My Changes | Branch/Location | Add Member | Members Template | Upload Members | Donations | Sections | Deductions

Branch/L...	Member No	First Name	Last Name	Status	Bill Type	Fees	Donations	Sections	Sec. Cod...	Specializ...	Deductions	Total Amt	Pay Status	Options
Los Angeles	240828	Rachel	Fiset	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	⋮ ✎ ✕
Los Angeles	134767	Daniel	Perst	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	⋮ ✎ ✕

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) | Billing and Payments History | Plastic Bar Card Request | Notifications | Sign Out

Alston & Bird, LLC (ABLLC)

Payment Method | Payment Details | Verify Payment | Payment Confirmation

**Payment Method**

Select your payment method \*

Please Select ▼

Select the payment method that best fits your needs.

Next >



# Agency Billing Application – Payment Gateway

## Step 20

Clicking the Pay this amount button opens a new window for you to select your payment method. We will accept both ACH and Credit Card payments. Choose your payment method. The following slides will show you the process for both credit card and ACH\*

1. Choose Payment Method

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Alston & Bird, LLC (ABLLC)

Payment Method Payment Details Verify Payment Payment Confirmation

Payment Method

Select your payment method \*

Please Select  
Please Select  
Credit Card  
ACH

Next >

\*If using a credit card that is in the name of your firm or agency enter in this manner:  
**First Name: NA**  
**Last Name: The full name of your firm/agency**  
**Do not leave any field blank**

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Alston & Bird, LLC (ABLLC)

Payment Method Payment Details Verify Payment Payment Confirmation

Payment Method

Select your payment method \*

Please Select  
Please Select  
Credit Card  
ACH

Next >

2. You can choose Credit Card, complete all information and click "Next" and complete the payment process

\*If using a corporate credit card that is in your name, enter in the manner below and ensure you have the correct billing zipcode:  
**First Name: Your First Name as shown on credit card**  
**Last Name: Your Last Name as shown on credit card**  
**Do not leave any field blank**

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Alston & Bird, LLC (ABLLC)

Payment Method Payment Details Verify Payment Payment Confirmation

Card Information

Card Type \*

First Name \*

Last Name \*

Card Number \*

Expiration Date \*

CVV Code \*

Billing Address

Address Line 1 \*

Address Line 2 \*

City \*

State \*

Zipcode \*

Note: \* means mandatory

Next >



# Agency Billing Application – Payment Gateway

## Step 20 ctd

Clicking the Pay this amount button opens a new window for you to select your payment method. We will accept both ACH and Credit Card payments. Choose your payment method. The following slides will show you the process for both credit card and ACH

The screenshot displays the 'Payment Method' selection screen within the 'THE STATE BAR OF CALIFORNIA AGENCY BILLING' system. The user is identified as 'Alston & Bird, LLC (ABLLC)'. A progress bar at the top indicates the current step is 'Payment Method', followed by 'Payment Details', 'Verify Payment', and 'Payment Confirmation'. The main content area prompts the user to 'Select your payment method' with a dropdown menu currently set to 'ACH'. Below the dropdown, it states 'Select the payment method that best fits your needs.' and includes a note: 'No processing fee will be added.' A 'Next' button is visible at the bottom right of the selection box.

2. or, you can choose ACH, complete all information and click "Next" and complete your payment process

\*If using a checking account that is in the name of your firm or agency enter in this manner:  
**First Name:** NA  
**Last Name:** The full name of your firm/agency as shown on the checking account  
**Do not leave any field blank**

\*If using a corporate checking account that is in your name, enter in this manner:  
**First Name:** Your First Name as shown on the check  
**Last Name:** Your Last Name as shown on the check  
**Do not leave any field blank**



# Agency Billing Application – Member Options

## Step 21

Once your payment has successfully processed, you will log back into the system, click on “Plastic Bar Card Request” and this window will open, allowing you request a plastic bar card to be sent to your Member. Once you select the box for the member, click on “Generate plastic bar card for selected Members to complete the process

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Mariel Anwar (Party) | Billing and Payments History | **Plastic Bar Card Request** | Notifications | Sign Out

Vanderford & Ruiz, LLP (VRL)

Note: You can request plastic bar card for active members. You can order plastic bar cards once your payments have been processed.

Over 50% of respondents to a recent State Bar survey indicated that they never use their bar cards. A printable paper bar card, as well as a mobile downloadable bar card, will be available to all members automatically when fees are paid. Please make sure a plastic bar card is needed before ordering.

☒ Generate plastic bar card request for selected members

	Slno	Member No	Branch/Location	First Name	Middle Name	Last Name	Email	Status	Fee Status
<input checked="" type="checkbox"/>	1	25625	LA	Seymour		Fagen	sfagen@fagenlawoffice.com	Active	Active
<input checked="" type="checkbox"/>	2	68096	LA	Andrew	Michael	Wall	andy@awall-attorney.org	Active	Active
<input checked="" type="checkbox"/>	3	36126	LA	Marcus		Goldsmith	marvsgoldsmith@gmail.com	Active	Active



# Agency Billing Application – Payment Gateway

Once the fees have processed successfully, the Member will receive an email advising his or her Bar Fees have been paid and to log into their “My State Bar Profile” to pay any additional fees not paid by the agency or complete any other necessary transactions.

THE STATE BAR OF CALIFORNIA  
Protecting the Public and Enhancing the Administration of Justice

Search Calbar website

HOME ATTORNEYS PUBLIC FUTURE LAWYERS ABOUT US

MY STATE BAR PROFILE

TEST MEMBER NAME

Member Number: #1313

Status: Active

- Membership Record
- Membership Billing

Logout

Last Login: 10/7/2016 11:38:59 AM

Change password

My info:

Firm	The State Bar of California
Address	100 Howard St Ste 3

## Membership Billing

Your 2017 Membership Fees have been received and posted to your account.

- >> [Pay any other fees, make a donation, add a section](#)
- >> [Print my paper bar card and/or request a plastic bar card](#)
- >> [Print my 2016 Membership Fees Statement](#)



# ***Agency Billing Application – Other Functionality***

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**In the next pages, you will find other functionality the Agency Billing Application provides for your Agency.**





# Agency Billing Application – Branch/Location

The Agency Billing Application allows you to keep track of your Members who have California Bar Fees due but reside in locations other than California. Click the Branch/Location button to add all branches your Agency has and associate your Members to those locations or branches

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) | Billing and Payments History | Plastic Bar Card Request | Notifications | Sign Out

Aiston & Bird, LLC (ABLLC)

Amount Due: \$23,517.00 | [Pay this amount!](#) | [Download Invoice](#)

[Save My Changes](#) | **Branch/Location** | [+ Add Member](#) | [Members Template](#) | [Upload Members](#) | [Donations](#) | [Sections](#) | [Deductions](#)

Branch/L...	Member No	First Name	Last Name	Status	Bill Type	Fees	Donations	Sections	Sec. Cod...	Specializ...	Deductions	Total Amt	Pay Status	Options
Los Angeles	240828	Rachel	Fiset	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	<a href="#">Edit</a> <a href="#">Delete</a>
Los Angeles	134767	Daniel	Gerst	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	<a href="#">Edit</a> <a href="#">Delete</a>

Branch/Location

[+ Add Branch/Location](#)

SNo	Branch/Location	Command
1	None	<a href="#">Edit</a> <a href="#">Delete</a>
2	Los Angeles	<a href="#">Edit</a> <a href="#">Delete</a>
3	San Francisco	<a href="#">Edit</a> <a href="#">Delete</a>
4	San Diego	<a href="#">Edit</a> <a href="#">Delete</a>

Branch/Location Information

Branch/Location\*   
Maximum 20 characters

\* Mandatory Field

[Update](#) [Cancel](#)

Branch/Location

[+ Add Branch/Location](#)

SNo	Branch/Location	Command
1	None	<a href="#">Edit</a> <a href="#">Delete</a>
2	Los Angeles	<a href="#">Edit</a> <a href="#">Delete</a>
3	San Francisco	<a href="#">Edit</a> <a href="#">Delete</a>
4	San Diego	<a href="#">Edit</a> <a href="#">Delete</a>
5	Hong Kong	<a href="#">Edit</a> <a href="#">Delete</a>



# Agency Billing Application – Add Member

Your Dashboard allows you to add additional Members to your firm. Alternatively, if you have added someone incorrectly or if someone has left your employ, you can delete a Member from your firm list.

THE STATE BAR OF CALIFORNIA  
AGENCY BILLING

Welcome! Tina Surles (Party) | Billing and Payments History | Plastic Bar Card Request | Notifications | Sign Out

Alston & Bird, LLC (ABLLC)

Amount Due: \$23,517.00 | Pay this amount | Download Invoice

Save My Changes | Branch/Location | **+ Add Member** | Members Template | Upload Members | Donations | Sections | Deductions

Branch/L...	Member No	First Name	Last Name	Status	Bill Type	Fees	Donations	Sections	Sec. Cod...	Specializ...	Deductions	Total Amt	Pay Status	Options
Los Angeles	240828	Rachel	Fiset	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	⋮ ✎ ✕
Los Angeles	134767	Daniel	Bersl	Active	Active	\$412.00	\$255.00	\$0.00		\$0.00	(\$40.00)	\$627.00	Pending	⋮ ✎ ✕

Member Information

Branch/Location\*

Member No\*

\* Mandatory Field

When you click "Add Member", a new window will open and allow you to select the Branch the Member is located in and enter their Member number.

The Member number will validate and you will click update. This will create the newly added Member to your list.

Member Information

Branch/Location\*

Member No\*

\* Mandatory Field

SNo	Branch/...	Member...	First Na...	Last Na...	Status	Bill Type	Fees	Donations	Sections	Sec. Co...	Speciali...	Deducti...	Total Amt	Pay Sta...	Options
1	Santa Barbara	112345	Susan	Bonney	Active	Active	\$430.00	\$235.00	\$0.00		\$0.00	\$0.00	\$665.00	Pending	⋮ ✎ ✕



# ***Agency Billing – Questions?***

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**Please email all your questions and comments to the State Bar at [AgencyBilling@calbar.ca.gov](mailto:AgencyBilling@calbar.ca.gov), or call 1-888-800-3400.**

